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Spring 2009

## CS 206-01: Advanced Concepts/Techniques and Software Productivity Tools

John P. Herzog

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**Course:** CS 206-01 **Quarter:** Spring, 2009  
**Title:** Advanced Concepts/Techniques and Software Productivity Tools  
**Required Text:** Microsoft Office 2007, Advanced Concepts and Techniques, Shelly, Cashman, Vermaat, 2008  
**Instructor:** John P. Herzog **Prerequisite:** CS 205  
**Office:** 160 Russ (DO NOT SLIDE ASSIGNMENTS UNDER THE DOOR!!!!)  
**Phone:** 937-390-9169 **Off-Campus E-mail:** john.herzog@wright.edu  
**Office Hours:** 4 p.m., Tuesday and Thursday (In 320 Oelman) or by appointment

#### **Grading**

Test One (Crib Sheet Only-Excel)	100	261 Points	= A
Test Two (Crib Sheet Only-Access)	100	232 Points	= B
Test Three (Crib Sheet Only-More Access and PowerPoint)	50	203 Points	= C
Homework	40	174 Points	= D
<b>Total</b>	<b>290</b>	<b>Below 204 Points</b>	<b>= F</b>

#### **IMPORTANT NOTICES:**

- The software and book are relatively new, thus there may be changes to content and assignments. Those changes will be announced in class. **PLEASE BEAR WITH US AS WE WORK THROUGH THE NEW SYSTEM.**
- **Reconciliation day** is last class day before the final. Make sure that you and the TA agree as to what you have turned in. **NO GRADE CHANGES AFTER THE QUARTER END! .**
- If you have **excessive absences** from lectures and labs, you may be required to show photo I.D. before you are permitted to take an exam.
- **Late Assignments** will be penalized by 1 point for each class day late and you are encouraged to turn them in early!! **NO ASSIGNMENTS ACCEPTED AFTER LAST MEETING DATE!!!!!!!!!!**
- **Make-up exams** will only be given in the event of extreme, documented circumstances or prenotification.
- A quarter grade of **incomplete** can only be awarded in the event of extreme, documented circumstances before the end of the quarter.
- Students are responsible for getting information if they **miss lectures**.
- Open labs are in 152 C Russ Center 7 days per week, 24 hours/day.
- **STOP THE INSTRUCTOR IF YOU ARE LOST!** Do not ask other students during a lecture for help as it causes a distraction.
- **DO NOT MISS LECTURES UNLESS IT IS ABSOLUTELY NECESSARY.** There are many items on tests that are covered in class that are not in the textbook.
- **IN ORDER TO PASS THIS COURSE, YOU MUST COMPLETE AT LEAST 2 OF THE ASSIGNMENTS IN EACH STUDY AREA AND YOU MUST SCORE AT LEAST A 60% ON EACH!!!!!!!!!!**

#### **Course description/objectives**

By the end of this course, the students will have a greater depth of understanding in the areas of word processing, spreadsheets, databases, and presentation software and web design using Microsoft Word, Microsoft SharePoint, Microsoft Excel, Access, and PowerPoint covering the following topics.

##### **Microsoft Excel 2007:**

Chapter 4: Creating Loan Information

Chapter 5: Working With Lists, Working With Logical Functions

Chapter 6: Working With Multiple Worksheets And Workbooks, Database Functions, And Filtering, And Integrating Excel with Other Window Programs

**Microsoft Access 2007:**

Chapter 4: Enhancing a Table's Design, and Creating Advanced Queries, Creating Custom Reports

Chapter 5: Creating Custom Forms

Chapter 6: Creating Macros And Switchboards

Other Advanced Tasks, Such As Cross Tab Queries, Parameter Queries, Expressions Right, Left, Mid, Datepart, If In Queries And Reports, Make Table Queries, Delete Queries, Macro Groups, Transfer Spreadsheet Macros And More.

**Microsoft PowerPoint 2007:**

Chapter 4: Presenting a Slide Show

Chapter 5: Integrating PowerPoint with Other Programs, and Collaborating with Workgroups

**Course Administration:****1. Academic Integrity:**

It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the university to enforce these s through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct.

**The following recommendations are made for students:**

1. Be honest at all times.
2. Act fairly toward others. For example, do not disrupt or seek an unfair advantage over others by cheating, by talking, or by looking at other individuals' work during exams.
3. Take group as well as individual responsibility for honorable behavior. Collectively, as well as individually, make every effort to prevent and avoid academic misconduct, and report acts of misconduct that you witness.
4. Do not turn in the same work in more than one class unless permission is received in advance from the professor.
5. Unless permitted by the instructor, do not collaborate with others on graded course work, including in class and take home tests, papers, or homework assignments.
6. Know what plagiarism is and take steps to avoid it. When using the words or ideas of another, even if paraphrased in your own words, cite the source(s).
7. Know the policy-ignorance is no defense. If you have any questions regarding academic misconduct, contact your instructor. Those who violate campus rules are subject to disciplinary action.

This information was obtained from Wright State's Office of Judicial Affairs. Complete information may be referenced at: <http://www.wright.edu/students/judicial/integrity.html>

**HELPING EACH OTHER ON HOMEWORK IS PERMISSIBLE EXCEPT YOU ARE CONSIDERED TO HAVE CHEATED WHEN**

- a. **YOU HAVE COPIED A FRIENDS FILE AND PUT YOUR NAME ON THE FILE.**
- b. **YOU HAVE HAD SOMEONE ELSE DO THE ASSIGNMENT FOR YOU.**
- c. **IF TWO PEOPLE WORK ON THE SAME FILE.**

**THIS IS CONSIDERED THE ONLY WARNING YOU WILL RECEIVE.**

## **2. Responsible Use of Information Technology:**

Wright State University provides computing, information, and communications resources for its students to support their learning and research. Access to these information technology resources is a privilege and requires adherence to this Information Technology policy as well as to other University policies, including but not limited to: World Wide Web (Wright Way 2001), Copyrighted Materials (Wright Way 2303), WSU Student Handbook, WSU Student Organization Handbook, and Student Housing Data Network Acceptable Use Policy.

Users of the University's information technology resources are also bound not only by those laws, policies, and regulations that are specific to computing, telecommunications, and networks, but also by all other international, federal, state, and local regulations and statutes that apply.

This policy applies to all use of the University's computing, information, and communications resources, whether administered by Computing and Telecommunications (CATS), by individual University colleges and departments, or by off-campus units that connect remotely to the University's network and operate under the aegis of Wright State University. Privately-owned machines, while attached to the University network, are subject to the same policies as University-owned computer systems.

Responsibility for the use of the University's computing, information, and communications resources by minors (persons under 18 years of age) rests with their parents or legal guardians.

This information was obtained from Wright State's Office of Judicial Affairs. Complete information may be found at: <http://www.wright.edu/cwis/policies/itpolicy.html>

## **3. Student Disabilities:**

Students with documented disabilities that require physical or academic accommodations must contact their Instructor during the first week of classes. To receive more information or to apply for services, contact the Office of Disability Services.

## Schedule

Week 1	Mon, March 30, 2009 Excel	Wed, April 01, 2009 Lab
Week 2	Mon, April 06, 2009 Excel	Wed, April 08, 2009 Lab
Week 3	Mon, April 13, 2009 No Class MLK Day	Wed, April 15, 2009 Excel
Week 4	Mon, April 20, 2009 Review/Lab	Wed, April 22, 2009 Test One (Excel)      Excel HW Due
Week 5	Mon, April 27, 2009 Access	Wed, April 29, 2009 Lab
Week 6	Mon, May 04, 2009 Access	Wed, May 06, 2009 Lab
Week 7	Mon, May 11, 2009 Access	Wed, May 13, 2009 Lab
Week 8	Mon, May 18, 2009 Review/Lab	Wed, May 20, 2009 Test Two (Access)      Access HW Due
Week 9	Mon, May 25, 2009 More Access	Wed, May 27, 2009 Advance PowerPoint
	Review/Lab Access & PPT Due-	
Week 10	Mon, June 01, 2009 Reconcile Day	Wed, June 03, 2009 Final Exam (Access II, PowerPoint)

### Homework (All must be submitted through WebCT).

- **DO NOT PRINT ANY ASSIGNMENTS!!!**
- Put your name and section in the header of each file.
- When the book doesn't specify column widths and/or colors, just match them to the photo in the book.
- Assignments will be designated as the given tutorials are covered.
- **IF YOU MISS A LECTURE IT IS YOUR RESPONSIBILITY TO GET THE ASSIGNMENT.**

Excel: Note: when asked to set or change properties means to put your name and section in the header.

#### (Assignment 1 worth 5 Points) Chapter 4

1. In The Lab 1: Beginning On Page 327
  - a. Skip #8, 9, 10, 11, 14, and 15.
2. In The Lab 3: Beginning On Page 332
  - a. Skip #9, 10, and 15.
  - b. In number 14, save the results of Goal Seek. In other words, when you get the result, don't click cancel, rather click OK.

#### (Assignment 2 worth 5 Points) Chapter 5

1. In The Lab 1: Beginning On Page 405
  - a. Skip Instructions Part 1, Number 5.
  - b. After setting up the table and entering the data, before you do the filters and subtotals, copy the sheets 13 times
  - c. In 12 of the copies do the filters and save them (don't print!!!).
    - Name each sheet appropriately (e.g. The sheet that holds filter 1 should be called Filter 1).